The meeting was called to order by Chair Dave Enzweiler at 11:00 a.m., EST. at The Old Talbott Tavern in Bardstown, KY.

Those in attendance included:
Dave Enzweiler, Chair
Shaun Youravich, Vice Chair
Laurie Berry, Treasurer (Absent)
Lori Simpson, Secretary
Lisa Detherage, Member Services Director
Tim Goble, Eastern Chapter
Susan Knuckles, Eastern Chapter
Kevin Shaw, Central Chapter
Robin Strader, Central Chapter
Brian Bourne, North Central (absent)
Stewart North, North Central (absent)
Chris Spriggs, Western Chapter
Alan Todd, Western Chapter

Old Minutes:

- Secretary Lori Simpson distributed and reviewed the meeting minutes from the November 2012 meeting. There was one change, minutes report Shaun was present at the meeting and he was absent.

Treasurer’s Report:

- Laurie Berry absent from meeting

KLA Program:

- At the conference: four hours have been approved and exam will be on Thursday - there are four people registered.
- Robin will try to purchase a new laptop before the conference is her schedule allows.
- There is approximately $4700 in the KLA account.

WTI Program:
• One more WTI outreach program needs to be complete. Robin has an upcoming school presentation scheduled and we will utilize that as our last outreach commitment.
• Lisa asked that all of the reviews be completed by June 30. She has 6 in and 6 left to be turned in.

Membership:

• Lisa has issued 1236 membership cards, 125 pending as of this week.
• Majority of members renewing online. Lisa has been educating a lot of accounts payable people which will help with renewals next year as well.
• Lisa asked our procedure for handling delinquent bills; specifically if a member or utility doesn’t pay for a class or vendor not paying for sponsorships. Group discussed. Certain vendors are required to pay up front.

Scanning KWWOA records:

• Lisa scanned in financials from Western and will send to Laurie
• Julie Duncan will begin helping with the scanning. She will be paid $15.00/hr.

Awards Nominations:

• Shaun received three nominations for Wastewater. They will tour the facilities in the next two weeks.

VP Nominations:

• Susan Knuckles and Ed Fortner have been nominated.
• Waiting to issue the ballots; Paducah printing will need all of the information by Monday if the organization intends to have them mailed by March 15.

Conference Report:

• The Conference Committee has a meeting scheduled for tomorrow.
• Big sponsors going good, actually better than last year.
• 54 booth spaces sold not including the big sponsors.
• There was one addendum to the agenda as we had a session not approved by the Certification Boards. A substitute speaker has been obtained and approval will be solicited in March.
• 44% of the hotel rooms in the block are filled.
• Comedian, DJ, tents, port-o-potty, bus for plant tours, and program are complete.
• Sponsor follow-ups: Neptune/Tim, Cl Thornburg/Susan or Shaun, Aulick/Kevin, Consolidated/Lisa, Wascon/Lisa.
• Giveaways have been purchased: portfolios, messenger bags for Exhibitors, stress balls, flashlights, post-it notes/pads and pens.

Bylaws/SOP's

• By-law changes will be distributed on the ballot with the VP nominations. By-law changes are being sent out to “clean up” the language. They were reviewed and comments will be updated by Shaun and sent to Jimmy. They will be discussed and voted on in opening session.

Website:

Lisa solicited guidance on outreach activities KWWOA wants to pursue in 2013 and whether we need to have all related materials look similar for branding purposes. For example:
• which Conferences to attend and/or have a booth at?
• Should materials such as the booth, business cards, membership brochures, etc. all have the same “look”?
• Should we purchase a new KWWOA booth and if so, what type and information should be included?
• Should a budget be set for give-away items?
Dave and Lisa will discuss further and information will be distributed to the Board.

Review graphic designer pricing:

• Lisa distributed some information regarding two companies interested in helping with our branding. Monica King of Monster Color was chosen. Lisa distributed draft membership brochure language and asked for the Board input no later than at the Conference.

Outreach Activities:

• The group determined that Lisa and/or member of the board should attend the following 2013 conferences: KYTN AWWA WPC - registration only, KRWA – Booth and 2 people, Kentucky League of Cities – Booth and 2 people, WEFTECH in Chicago - 2 people.

Training:

• Please remember that all training needs Water or Wastewater Board Approval before the event takes place and agendas go out to the membership.
Open for discussion:

- It was determined that KWWOA continue with the WTI Scholarship.
- Lisa or Chris will purchase 6 clickers (to advance slides during power point presentations).